

Notice of call for expressions of interest

1. Contracting authority

Delegation of the European Union to Albania
ABA Business Centre, Kati 17
Rr. Papa Gjon Pali II
Tirana
Email: delegation-albania@eeas.europa.eu

2. Application procedure

The objective of this call for expressions of interest is to set up a list of pre-selected candidates (natural and legal persons).

Expressions of interest should be submitted in one of the official languages of the European Union by post to the address indicated at point 1 or by electronic means at the following address: DELEGATION-ALBANIA-TENDERS@eeas.europa.eu.

A first list of pre-selected candidates will be set up by 15 October 2014 on the basis of expressions of interests received by **30 September 2014** and updated every six months.

Inclusion on the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts.

3. Information and documents to be provided

Interested parties should provide their full contact details and list the specific fields indicated at point 7 that interest them in their expression of interest.

Candidates shall provide a declaration on their honour, stating that they are not in one of the situations of exclusion listed at point 10. It is to be duly signed and dated by an authorised representative. In case of doubt, they may be requested to provide supporting evidence of non-exclusion.

4. General description of the procedure

Interested parties are invited to submit an expression of interest in accordance with the rules set out in this notice.

The contracting authority will draw up a list of pre-selected candidates who meet the criteria set out at point 11. This list comprises sub-lists, corresponding to each of the fields described at point 7.

Where a specific contract relating to the field described at point 7 is to be concluded, the contracting authority will invite all the candidates on the relevant sub-list(s), to submit a tender. The contracting authority will send these candidates the tender specifications relating to the contract in question.

5. Protection of personal data

If processing your expression of interest involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your reply

to this notice and any personal data requested are required for the purposes indicated above in point 4 and will be processed solely for those purposes by the contracting authority indicated in point 1, which is also acting as data controller. Details concerning the processing of your personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)

6. Use of the list resulting from this notice

The list resulting from this notice will be used exclusively for public procurement contracts of the following types:

- Service contracts below €130 000 per contract

7. Full description of the fields covered by the call for expressions of interest

This call is intended to cover short-term assistance supporting the activities of the EU Delegation and European Commission and linked to programme implementation, including activities such as interpretations, translations, speech writing and administrative support. Such support will cover more precisely:

- **Interpretation services (natural persons)**

Tasks:

- interpretation services (EN-AL-EN) for the EU Delegation at activities such as: IPA-funded project visibility events including but not limited to conferences, seminars, projects openings and closures, inauguration events; press conferences and press briefings related to the IPA Programme.
- provide interpretation services for the Head of Delegation during high level visits of EU officials to Albania, press conferences, press briefings, press gatherings and other events including but not limited to cultural events.

- **Translation services (natural persons)**

Tasks:

- provide translation services (EN-AL-EN) for the EU Delegation for documents related to: IPA programming, project designs, operational activities; legal acts draft/adopted by Albanian authorities; written documents/material related to reform issues which are or maybe subject to IPA assistance.

- **Speech writing for IPA (natural persons)**

Tasks:

- drafting of press releases and speeches for ministerial/high level visibility events organised in the framework of IPA and for other public events organised by the Delegation aiming to increase the visibility of IPA-funded programmes.
- services to be provided in both, English and Albanian

- **Media monitoring services (legal persons - companies may apply)**

Tasks:

- drafting of daily media reviews, morning briefings, news of the day, press clippings and audio-visual news clips;
- services to be provided in English.

- **Administrative Support**

Tasks:

- assist on an ad-hoc basis in handling tender documents;
- copy or scan occasionally documents,
- updating filing and archiving lists
- assist in the registration of documents to be sent to the EU Commission's Central Archives

8. Place of delivery

Tirana

9. Expiry date of the list resulting from this call for expressions of interest

The list resulting from this notice is valid for three years from dispatch of this notice. Interested parties may submit an application at any time prior to the last three months of validity of the list.

10. Exclusion criteria

Candidates shall be excluded from participation if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in

which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply information, or being declared to be in serious breach of their obligation under a contract covered by the budget;
- g) they have a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest.

11. Selection criteria

- **Interpretation services (natural persons)**

- a) Criteria:
University degree issued by accredited institutions will be considered an asset.
At least 5 years of interpretation experience; At least 3 years of interpretation for international organisations;
Excellent knowledge of English and Albanian
- b) Supporting documents:
University diploma
CV and motivation letter
Proof of professional experience

- **Translation services (natural persons)**

- a) Criteria:
University degree issued by accredited institutions will be considered an asset.
At least 5 years of translation experience; At least 3 years of translation for international organisations;
excellent knowledge of English and Albanian
- b) Supporting documents:
University diploma
CV and motivation letter
Proof of professional experience

- **Speech writing / drafting of press releases / visibility events (natural persons)**

- a) Criteria:

University degree in journalism, political science, communication or international relations
At least 3 years of experience in drafting press releases, speeches and policy research papers;
At least 2 years of experience in providing these services for an international organisation that deals with EU affairs; Excellent knowledge and understanding of European Union policies.
Excellent in Albanian and in English (Level 1 in Section 7 of the CV);

- b) Supporting documents:
University diploma
CV and motivation letter
Proof of professional experience

- **Media Monitoring Services (legal persons)**

- a) Criterion:

Registered companies with at least one similar contract in media services over the last three years;

The average annual turnover of the company over the past three years must exceed EUR 25.000;

Companies must have at least three permanent staff working on the media monitoring service, one of them assigned with the drafting of the media reviews;

- b) Supporting documents:

Application letter and detailed professional history of the company;

CV of the key expert;

Proof of professional experience for the key expert assigned with the drafting of the media reviews.

- **Administrative support - Preparation of payments, filing, archiving, copying (natural persons)**

- a) Criterion:

University degree

Knowledge of EU archiving procedures

Archiving experience in public institutions

Fluency in English

- b) Supporting documents:

University diploma

CV and motivation letter

Proof of professional experience

12. Ex-post transparency

Details on the contractors who have concluded a contract of more than €15,000 awarded following the procedure set out at point 4 shall be published on the website of the contracting authority no later than 30 June of the year following contract award.

These details include name, locality (address for legal persons and region of origin for natural persons), amount, and subject of the contract. For natural persons, the information shall be removed two years after the year of contract award.

13. Date of dispatch of notice

8 August 2014